

Request for Qualifications  
Federal Project: CMAQ 3300 (309)  
October 23, 2013

Dear Consultant:

BikeWalkKC is requesting the services of a consulting planning firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest/statement of qualifications to no more than three pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

While DBE goal is 0% for this project (Federal Aid Number: CMAQ 3300 (309)) DBE firms are encouraged to respond. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

Please see submittal instructions for information about how to respond to this RFQ.

Sincerely,

Eric Rogers  
Executive Director

Attachment



4741 Central Street, Suite 161  
Kansas City, MO 64112  
[www.bikewalkkc.org](http://www.bikewalkkc.org)

## **Opening Statement**

BikeWalkKC is soliciting proposals from qualified companies for a planning study to expand its public bike sharing system. Currently the bike share system is 12 stations in size but will be adding an additional 8 stations. The system will be located in the Greater Kansas City Metropolitan area, with expected station locations in the downtown to midtown geographic area. These stations will compliment the existing 12 stations but service new destinations.

Generally BikeWalkKC expects the following deliverables from the qualified consultant (see scope for more detail):

1. Geospatial analysis of area that adequately connects to existing 12 station system
2. A map of bike share suitability based on clear and appropriate methodology
3. Preliminary engineering of station installation
4. All required environmental and cultural preservation reporting

## **RFQ Scope of Services**

The consultant will be responsible for the detailed deliverables listed below. It is expected that the consultant will have the expertise required to deliver these services/products.

### **Bike Share Planning Study**

1. Meet with stakeholders to discuss bike share suitability model
2. Review existing data for bike share usage
3. Develop GIS-based model for bike share station location suitability
4. Develop criteria and mapping to determine general locations for future bike share stations
5. Present findings of bike share model to stakeholders
6. Produce report summarizing methodology and detailing findings.

### **Bike Share Installation Preliminary Engineering**

1. Diagrammatic plan sheets for the 8 new bike share stations
2. Complete Missouri Department of Natural Resources Project Information Form 106 for all 8 stations

**Note:** Final selection of 8 stations and individual site planning will be conducted by BikeWalkKC staff. Consultant will work with BikeWalkKC staff to transfer site plan notes into diagrammatic plan sheets.



4741 Central Street, Suite 161  
Kansas City, MO 64112  
[www.bikewalkkc.org](http://www.bikewalkkc.org)

### **Submittal Requirements**

Respondants to this RFQ must electronically submit the following items to [RFQ@bikewalkkc.org](mailto:RFQ@bikewalkkc.org) by **5:00 PM Friday, November 15<sup>th</sup>**.

1. Cover letter
2. Consultant team resume
3. List of qualifications of key staff and role on the consultant team
4. Description of past projects relevant to this scope of work
5. Estimate of cost

All respondents will receive confirmation of receipt. Questions regarding this scope of work must be addressed to [RFQ@bikewalkkc.org](mailto:RFQ@bikewalkkc.org) no later than 5:00 PM Friday, November 1<sup>st</sup>. Responses to all questions will be posted to [www.BikeWalkKC.org/RFQ](http://www.BikeWalkKC.org/RFQ) by 5:00 PM Friday, November 8<sup>th</sup>.

### **Scoring Criteria**

Pursuant to the Brooks Act for Consultant Selection, the following criteria will be the basis for selection:

Experience and Technical Competence -	30 Max Points
Capacity and Capability -	50 Max Points
Past Record of Performance -	20 Max Points



4741 Central Street, Suite 161  
Kansas City, MO 64112  
[www.bikewalkkc.org](http://www.bikewalkkc.org)